

 <b>KENTUCKY CORRECTIONS</b> Policies and Procedures	Policy Number	Total Pages
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	<b>ADMINISTRATIVE CASELOADS</b>	

## I. DEFINITIONS

“Administrative Case” means the case of an offender who has scored at the lowest level possible on a standard risk assessment used by the Division of Probation and Parole.

“Administrative Caseload” means a caseload comprised of administrative cases, absconders who have been on that status for more than 30 calendar days, and Interstate Compact eligible offenders already in the receiving state under proper reporting instructions.

“Administrative Caseload Specialist” (ACS) means a non-hazardous employee of the Department of Corrections charged with the monitoring of administrative cases.

“Field Contact” for the purposes of this policy means any contact made outside of the office setting with offenders, offender families, or any other collateral source.

“Personal Contact” for the purpose of this policy means any face to face contact with an offender of any supervision level.

## II. POLICY and PROCEDURE

A. The Director of the Division of Probation and Parole shall establish Administrative Caseloads based on offender population statistics and the strategic goals of the Division.

1. Administrative Caseloads shall be supervised by an Administrative Caseload Specialist (ACS).
2. Once an Administrative Caseload has been established in a supervision district, cases shall be transferred to the ACS as follows:
  - a. All administrative cases that have been at that level for three (3) months or longer as indicated by a risk assessment.
  - b. All supervision cases in absconder status for more than thirty (30) calendar days which are not eligible for transfer to a specialized

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absconder unit or which the District Supervisor deems may best be supervised by a Probation and Parole Officer.

- c. All cases in which the offender has requested transfer to another state, the other state has granted proper reporting instructions, and all paperwork has been completed by the offender and a Probation and Parole Officer.
- d. Sex offenders shall not be placed on an Administrative Caseload.

B. In accordance with CPP 27-12-01, offenders at administrative level risk shall require the following monitoring:

- 1. One (1) records check per month
- 2. Documentation regarding any financial obligations by mail monthly to the ACS
- 3. Quarterly mail-in-reports with accompanying verification of employment
- 4. One risk assessment every six months Additional risk assessments shall be completed if any change occurs while monitoring an administrative case.
- 5. If an offender cannot be monitored by these requirements, a risk assessment shall be completed and the offender scored, or overridden, to a higher risk level. Such an override shall be approved by the District Supervisor.
- 6. If an offender's risk level changes during monitoring, the case shall be immediately transferred to a Probation and Parole Officer.

C. The position of Administrative Caseload Specialist shall be filled by an employee from a clerical or administrative classification and shall be governed by the restrictions of such classification.

- 1. An ACS shall not conduct field contacts.
- 2. An ACS shall only have limited personal contact with an offender. All routine or required contacts between an offender and an ACS shall be conducted via telephone, mail, electronic mail, or facsimile.

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3. An ACS shall not conduct, monitor, or otherwise participate in any activity involving bodily fluids including, but not limited to:
  - a. Drug testing
  - b. DNA collection
4. An ACS may be used for other administrative activities not outlined by this policy if caseload and workload allow.